



Minutes of the meeting of the Council held on Thursday 9th July 2020 via Zoom at 6.30m

- Present** Cllrs L Wearn, S Allcroft, P Broom, G Castle, P Edge, B Grisdale, M Harrington, J Humphries, J Lyford, S Patience, M Swinbank, A Symmonds, A Waton, G Watson and L Wood-Mitchell.
- In attendance** P Hatley, Town Clerk & Chief Officer; J Pibworth, Assistant to the Town Clerk; T Kirton, Project & Funding Officer.
- C20/01 Questions from the public**
None.
- C20/02 Apologies for absence**
Cllrs. Aynsley.
- C20/03 Declarations of Interest**
None.
- C20/04 Approval of Virtual Meeting Protocol**
The Town Clerk explained that the Virtual Meeting Protocol which he had circulated, whilst written for the current situation, would be added to the Constitution so that it was ready to be used again in the future. The process recommended that once a Proposal has been made and 2nded a debate would take place before a vote was taken.
RESOLVED: To APPROVE the Virtual Meeting Protocol and amend the Constitution.
- C20/05 Approval of the Minutes of the Last meeting (12th March 2020)**
The minutes of the Full Council meeting held on 12th March 2020 were tabled for approval.
RESOLVED: The minutes of the meeting held on 12th March 2020 were agreed as a true record.
- C20/06 Matters Arising**
None.
- C20/07 Mayor's Report**
An interesting few months and quite a busy one for several reasons.
As it was impossible for the council to meet in public it was necessary for the Chief Officer to operate using the Emergency Powers under the Civic Contingencies Act (2004) developed for such occasions. The Powers include:
- assess the risk of emergencies occurring and use this to inform contingency planning
 - put in place emergency plans
 - put in place business continuity management arrangements
 - put communications arrangements in place to make information available to the public about civil protection matters and maintain arrangements to warn, inform and advise the public in the event of an emergency
 - share information with other local responders to enhance coordination • cooperate with other local responders to enhance coordination and efficiency
 - provide advice and assistance to businesses and voluntary organisations about business continuity management (local authorities only).

An Executive Group consisting of the Mayor and Deputy was set up to support the Chief Officer and a weekly virtual meeting was organised as part of the consultation and to assist with decision making.

COVID-19 SUPPORT - the town council set up a support group for residents who were shielding at the beginning of the lock down period. This proved highly successful with over 150 volunteers supporting the town. A dedicated email address was set up and a Facebook page and group. A small team of volunteer prescription coordinators have delivered in excess of 1000 prescriptions.

Alnwick Foodbank reopened after a short closure, during which the Town Council stepped in with support from a small team of councillor volunteers. NEED are doing deliveries and food parcel requests tripled from 30 per week to 90 per week during the crisis.

NEW MARKET PROVIDER - I attended the first Saturday Market in my capacity of Mayor.

ARMED FORCES WEEK – On June 22nd I attended the raising of the Armed Forces Flag to mark the beginning of Armed Forces week, accompanied by Cllr Watson and Cllr Castle.

C20/08 Updates

a) County Council issues

Councillor Castle advised that NCC were developing a process by which cafes can operate from outside their premises but that no advice would be issued to businesses until the Government get the bill through parliament.

He reported that an issue with pigeons under the Shambles had been reported by a local business and was currently being dealt with. He added that the area around the Shambles needed cleaning and wondered if this was something one of the Town Handymen could help with.

Councillor Swinbank asked if the footpath repair work would go ahead. Councillor Castle advised that the schedule had been pushed back but that he would check with NCC.

RESOLVED: To receive the update.

C20/09 Draft Accounts 2019/20

The Town Clerk explained that due to the current situation the accounting timetable is behind. He took councillors through the draft accounts and advised that the final version of the accounts for 2019/20 and the Bank Reconciliation as at 31st March 2020 would be available at the August meeting after the internal audit was completed.

He advised that Cemetery income was well down and teat Income seemed high but was due to the Bike Track Grants and the ATJFC Loan from NCC.

He explained that some budget lines would be carried forward into 2020/21 and these would be presented at the August meeting for approval.

Councillor Broom asked if the Football Club's 1st loan repayment had been suspended. The Town Clerk advised that it hadn't and that he had spoken to the Football Club who wanted to make the 1st payment, which had now been done.

RESOLVED To approve the Draft Accounts for 2019/20.

C20/11 Annual Governance Statement 2019/20 – Section 1

The Town Clerk took councillors through issued a completed copy of Section 1 – Annual Governance Statement 2019/20 and took councillors through the 9 questions on the form which needed to be affirmed. He advised that Sections 1 and 2 and the Annual Internal Audit Report 2019/20 would be available at the August meeting.

RESOLVED: To approve the Annual Governance Statement (Section 1) 2019/20.

C20/12 Asset Register

The Town Clerk circulated the completed Asset Register 2019/20. He explained that new assets were identified in green and disposed of items in red.

RESOLVED: To approve the Asset Register for 2019/20.

C20/13 Meeting Schedule July – Sept 2020

The Town Clerk advised that he had made decisions under Emergency Powers over the last 3 months. He had prepared a meeting schedule for July – Sept 2020 which had been circulated as part of the agenda. He added that he would prepare a meeting schedule for the rest of the year which would go to the Finance & Policy meeting in August for recommendation to Full Council in September for approval.

Councillor Humphries asked if the meetings would all start at the same time.

Councillor Swinbank felt that more Planning Meetings were needed and asked if additional ones could be added. The Town Clerk advised that he would add 2 extra meetings to the schedule in August and September.

July 23rd Planning, Highways & Transport Committee

August 6th Cemetery Committee

August 13th Full Council

August 20th Planning, Highways & Transport Committee (extra meeting)

August 27th Finance & Policy Committee

September 10th Full Council

September 17th Planning, Highways & Transport Committee (extra meeting)

September 24th Recreation & Amenities

RESOLVED: To approve the temporary amendment to the meeting schedule in the constitution with the addition of 2 extra Planning Committees.

C20/14 Non-Financial Decisions made under powers of urgency with constitutional implications

The Town Clerk advised that during the COVID pandemic Full Council and sub committees of the council had been unable to meet. The following non-financial decisions had been taken by the Proper Office in consultation with the Mayor and Deputy Mayor and the appropriate Committee Chairs during the period under the powers of urgency:

- To cancel the Annual General Meeting in 2020
- To cancel the election of the Mayor and Deputy Mayor. The current Mayor and Deputy Mayor will remain in post until the Annual General Meeting in 2021.
- To cancel the election of the Chairs and Deputy Chairs of sub committees of the Council. The current post holder will remain in post until the Annual General Meeting in 2021.

RESOLVED: To note the update.

C20/15 Community Led Housing Proposals

Councillor Waton reported that just under £7k had been awarded by the Community Housing Fund to research housing needs of young people in Alnwick. This followed discussions with the Alnwick Partnership and a bid made by Gallery Youth. The grant will be use out carry out a feasibility study.

RESOLVED: To note the update.

C20/16 Correspondence

The Town Clerk advised that no correspondence had been received since the last meeting.

C20/17 Financial Matters

a) Payments

The following invoices had been received/payments were due:

PAYEE	TOTAL	VAT	DETAIL
Diamond Group	£161.61	£21.94	Printing/copying (£130.50 – 2019/20)
CBS World	£128.33	£0.00	Flyers (Covid 19)*
South Road Tyres	£15.00	£2.50	Tractor repair
Thomas Sherriff Ltd	£466.91	£77.82	Grass cutter repair
ICCM	£95.00	£0	Membership fee
Team Valley Web Design	£172.80	£28.80	SSL Certificate
Barnes Associates	£690.00	£115.00	Tomograph (Beech tree)
CBS World	£210.42	£35.07	Stationery
CBS World	£210.24	£35.04	Paper
Alncom	£1058.40	£176.40	Laptop/Set up/Security
The Northumberland Estates	£93.20	£15.53	Allotment materials
Mole Country Stores	£139.04	£13.01	Lawn Seed/Materials
We Haul	£425.00	£0.00	Lockup removal
Alncom	£432.00	£72.00	Office 365 Support
Town & Country Tree Surgeons	£1080.00	£180.00	Tree works (Cemetery)
P Hately	£88.40	£13.34	Van Fuel / Stamps
J Pibworth	£2094.17	£207.32	Food/Printing/Fridge/Freezer (Covid 19)*
Living Wage Foundation	£72.00	£12.00	Membership Fee
Northumberland County Council	£11265.66	£5.00	Wages
James N Mclean	£19.80	£3.30	Materials
Thomas Sherriff	£316.12	£52.69	John Deere repair
Syd Carr	£150.00	£0.00	Allotment Works
NCC Rates	£459.08	£0.00	Cemetery Rates 2020/21
TOTAL	£19,813.18	£1,066.75	

* Indicates LGA 1972 s137 Expenditure

The following invoices were paid by direct debit & were reported for information:			
British Gas (Apr)	£25.63	£0.00	Maintenance contract Cemetery Lodge
BT (Apr)	£116.32	£19.39	Phone / broadband charges Greenwell Lane / Cemetery
Corona Energy (Apr)	£188.06	£8.96	Electricity (2019/20)
British Gas (May)	£25.63	£0.00	Maintenance contract Cemetery Lodge
BT (May)	£116.93	£19.49	Phone / broadband charges Greenwell Lane / Cemetery

Corona Energy (May)	£179.13	£8.53	Electricity
Bank Charges	£36.32	£0.00	Bank charges (Feb/Mar 2019/20)
Bank Charges	£13.40	£0.00	Bank charges (Mar/Apr)
Bank Charges	£23.35	£0.00	Bank charges (Apr/May)
Biffa	£59.86	£9.98	Trade Waste (Apr)
TOTAL	£784.63	£66.35	

RESOLVED: To note the payments made under powers of urgency of £19,813.19 and note the direct debit payments of £784.63.

C20/18 Any Other Urgent Business

Councillor Patience asked when the play areas would be reopened. The Town Clerk advised that, following Government advice, risk assessments were currently being done for each play area. Hand sanitisers and specific signs would be installed at each site.

Councillor Harrington asked if a dog bin could be installed near the pastures field.

Councillor Swinbank asked if anything the Town Council could do to help the town reopen. Councillor Castle advised that there was a Community Fund available which businesses could apply for and an update would be given at the August meeting.

Councillor Grisdale asked what would happen now with the volunteers who had helped out during the Covid-19 crisis.

Councillor Wearn explained that she had been surprised at the number of very elderly people who hadn't been asked to shield and have no local support. Has committed to offering support for prescription collection for some time.

Councillor Lyford felt that volunteers could be asked how they would like to carry on in the future.

Councillor Wood-Mitchell advised that most prescriptions were available by post and on-line so felt that people should be able to organise their own. Councillor Wearn advised that the on-going support would be for those without access to the internet.

The Town Clerk advised that deliveries had been reducing over the last few weeks and now focused on the most vulnerable.

Councillor Watson asked if a standard letter could be sent to all volunteers.

The public meeting closed at 7.38pm.

C20/19 PRIVATE AGENDA ITEMS

Exclusion of the Public and Press

The following resolution was moved and seconded, to exclude the public and press.

"That pursuant to Section 100A (4) of the Local Government Act 1972, the public be excluded from the meeting during consideration of the following item of business, on the grounds that if members of the public were present during the discussion of this item there would be disclosure to them of exempt information as defined in Section 100 1 and paragraphs 1, 2 and 3 of Part 1 of Schedule 12A of the Act". The items discussed were:

1. Bus Station Feasibility Study